

GLASSFAB SMART LOCK

SIMPLIFIED INSTRUCTIONS

PART NUMBER 70000

******WARNING****** *AUTOLOCK IS THE FACTORY DEFAULT. SET ADMINISTRATOR FUNCTION BEFORE INSTALLING ON GLASS TO PREVENT BEING LOCKED OUT.*

HOW TO SET UP THE ADMINISTRATOR: OPTION #1

1. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
2. PRESS 1 TO SET UP ADMINISTRATIVE USER
3. INPUT 3 DIGIT NUMBER (EXAMPLE 123) NOT A PASSWORD, EMPLOYEE SPECIFIC
4. INPUT/PRESS PASSCODE (KEY CARD OR 6-20 DIGIT PASSCODE) ****NOT FINGERPRINT****
5. PRESS STAR (*) TO GO BACK ONE
6. ADMINISTRATOR HAS BEEN SET UP
7. COMPLETED
8. PRESS STAR (*) TO GO BACK ONE FUNCTION

HOW TO SET UP GENERAL USERS: OPTION #2

1. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
2. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
3. PRESS 2 TO ENTER GENERAL USER
4. INPUT THREE DIGIT NUMBER SPECIFIC TO EMPLOYEE (EXAMPLE 234)
5. IF START/FINISH/UNLOCK TIMES ARE NOT NECESSARY THEN PUSH STAR (*) THREE (3) TIMES AND SKIP TO NUMBER NINE (9)
6. ENTER EMPLOYEE START DATE AND TIME (YR-MO-DY HH:MM) **OPTIONAL**
7. ENTER EMPLOYEE FINISH DATE AND TIME (YR-MO-DY HH:MM) **OPTIONAL**
8. ENTER EMPLOYEE UNLOCK TIMES (HH:MM TO HH:MM) **OPTIONAL**
9. INPUT PASSCODE (FINGERPRINT OR 6-20 DIGIT PASSCODE)
10. INPUT THE SAME PASSCODE A SECOND TIME TO CONFIRM GENERAL USER SETUP
11. COMPLETED
12. PRESS STAR (*) TO GO BACK ONE FUNCTION

HOW TO DELETE USERS WITH PERSONAL PASSWORD: OPTION #3

1. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
2. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
3. PRESS 3 TO DELETE USER VIA PERSONAL PASSWORD
4. INPUT/PRESS THE USERS 6-20 DIGIT PASSCODE OR FINGERPRINT
5. DELETED
6. PRESS STAR (*) TO GO BACK ONE FUNCTION

HOW TO DELETE USERS BY NUMBER: OPTION #4

1. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
2. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
3. PRESS 4 TO DELETE USER VIA 3 DIGIT SPECIFIC EMPLOYEE NUMBER (EXAMPLE 123)
4. INPUT THE 3 DIGIT SPECIFIC EMPLOYEE NUMBER (EXAMPLE 123)
5. DELETED
6. PRESS STAR (*) TO GO BACK ONE FUNCTION

HOW TO CLEAR ALL USERS: OPTION #5

1. **NOT RECOMMENDED TO DO UNLESS STARTING OVER FROM SCRATCH. THIS WILL CLEAR ALL SAVED CODES INCLUDING ADMINISTRATOR**
2. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
3. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
4. PRESS 5 TO DELETE ALL SAVED USERS
5. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
6. DELETED ALL USERS
7. PRESS STAR (*) TO GO BACK ONE FUNCTION

HOW TO SEE THE TOTAL AMOUNT OF USERS LISTED: OPTION #6

1. PRESS STAR (*) THEN HASH TAG/POUND SIGN (#)
2. ENTER ADMINISTRATIVE PASSCODE, FINGERPRINT OR KEY CARD
3. PRESS 6 TO SEE THE TOTAL AMOUNT OF USERS LISTED (BOTH ADMIN AND GENERAL)
4. INFORMATIONAL ONLY
5. COMPLETED
6. PRESS STAR (*) TO GO BACK ONE FUNCTION

FIELD REVERSIBLE (PHILLIPS SCREW DRIVER REQUIRED)

CONTACTING PERSONS ON THE INSIDE OF THE DOOR IF LOCKED

1. PRESS THE HASH TAG/POUND SIGN (#) FOR THE DOORBELL

ADMINISTRATOR ISSUE OF GENERAL USERS/PASSWORD

1. START WITH 001 UP TO 999 FOR GENERAL USERS
2. ISSUE 6 TO 20 DIGIT KEY CODE TO GENERAL USER TO AVOID DUPLICATE PASSCODE
3. BEWARE IF THE DUPLICATE PASSCODE HAPPENS, THE FIRST IDENTICAL PASSCODE IS REMOVED AND NO LONGER ACTIVE (MAKE NOTE OF PASSCODES ISSUED)
4. TO AVOID DUPLICATE PASSCODES HAPPENING USE FINGERPRINT FUNCTION

*****SEE THE ORIGINAL BOOKLET FOR OTHER INSTRUCTIONS IF NECESSARY*****